



Kildwick CE Primary School

Learning to live, Living to love, Loving to learn

Minutes of FGB held in School , on 6th December 2022 at 18.00

Present:

Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
Jackie Craven – Parent Governor (JC)
Karen Law – Parent Governor (KL)
John Perry – LA Governor (JP)
Cameron Quinn – Co-opted Governor (CQ)
Geraldine Sands – foundation Governor (GS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural Business
1	<u>Welcome, introductions, opening prayer and consideration of absence</u> JP opened the meeting at 18.05, welcoming all present and thanking them for their attendance. Apologies received from Anna Fisher and Mike Green. Consented. CQ attended remotely and confirmed he was in a secure and confidential environment. GS led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> Agreed to discuss were: Governor monitoring NYCC update Governor questionnaire Ofsted Training
3	<u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u> None identified at this point.

4	<p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 24th November 2022 and matters arising from the minutes not otherwise covered by the agenda.</u></p> <p>Governors approved the Minutes of FGB (Finance and Resources) held on 24th November.</p> <p>Matters Arising:</p> <p>TW confirmed discussions were underway with the Vicar re charges for the Parish Rooms.</p> <p>Action: Further update from TW on this.</p> <p>JP confirmed a draft of an entry in the last newsletter of term was in place re Budgets and what the GB is doing to monitor and lessen any impact. JP thanked governors for their input into this.</p> <p>TW noted conversations with NYCC re funding to cover replacement boiler controls – this is looking promising.</p> <p>Ofsted Inspection Data has been circulated.</p> <p>Q: The data for staff absence is not shown. TW confirmed this information is collated and returned so this is an oversight on those who produce this report.. TW confirmed this information is readily available.</p>
B	Achieving our School Vision
6	<p><u>Chair of Governors update</u></p> <p>JP gave a verbal update on his role as CofG including:</p> <p>Half-Termly meetings with TW – topics discussed covered Attendance, Staff Wellbeing, SEND pupils and funding, Church Links, Reading across the curriculum, Writing, preparedness for Ofsted inspection, Academisation. JP noted he had attended the online session re the new SIAMS framework, a Staff Appeals training session and was present at the 2023 intake parents’ session in school. JP highlighted his attendance at two academy chain presentations. JP noted the meeting attended with Tim with NYCC on a school’s advisors planning session – what support the school would have this year and how the hours would be used.</p>
7	<p><u>Headteacher Report including an update on achieving our school vision through delivery of term 1 milestones of the School Strategic Development Plan.</u></p> <p>Copies of the following had been circulated prior to this meeting:</p> <p>HT report dated December 2022.</p> <p>Attendance Report</p> <p>Vulnerability Data.</p> <p>Ofsted Inspection Data.</p> <p>Attainment and Summary Report</p> <p>JP thanked Tim for the in-depth report produced.</p> <p>TW noted that a new Foundation Governor is awaiting formal appointment by the Diocese.</p> <p>Questions had been invited on the report:</p>

	<p>Q: Page 2- Governors have previously noted that our Ofsted self-evaluation is good in all areas and has been such for some time - realise that there is no longer Good with outstanding features but which of the five areas would you say we were pushing into outstanding and from this what more would you need from governors to develop things further. TW noted that the current SEF does not include current grades but that as strengths and areas being developed were clear, these would be identified from discussion with Ofsted. Current work, including curriculum developments would see the curriculum further strengthened in six months.</p> <p>Q: What about the areas of behaviour and attitude. TW confirmed these are identified as strengths and could be highlighted at an inspection.</p> <p>Q: Could these areas be enhanced. TW agreed and that observations during governor monitoring visits could be used to build on and develop these areas. TW noted the school strives to improve at every opportunity.</p> <p>Q: Page 3- Can you briefly update all governors on what the Ever6 measure means. TW briefed governors on when a pupil is initially identified and received PP funding this then remains in place for the next 6 years of schooling, regardless, for example, if that pupil ceases to access free school meals.</p> <p>Q: Page 4- Pupil number v school accommodation and space - can we briefly discuss this, perhaps also with reference to children with SEND. TW noted the fine balance between pupil numbers and available space – in particular should any pupil have certain needs or requirements – all available space is being used – additional space is available at the Parish rooms if this is an appropriate environment for particular needs. The school is at capacity though we can be required to admit additional pupils by the LA.</p> <p>Q: Page 12- Could you say a bit more about the Y3 PP absence and what measures school has in place to improve this. TW confirmed this is monitored and parents engaged in conversation as to improving this situation.</p> <p>Q: Page 14 Extra-curricular- Are we confident that all children who want to are able to access extra-curricular activities. TW confirmed this was the case. All PP and SEND pupils and others identified as “vulnerable learners” are offered priority spaces to take up should they wish to. A spreadsheet is maintained to monitor uptake amongst all pupils – spaces for these activities are limited and a proactive approach is taken to ensure fairness and to give all the opportunity.</p> <p>Q: Has there been any feedback on parent consultations and the mix of “face to face” and virtual meetings. TW noted that books were not shared at these so virtual attendees were not disadvantaged. Consultation evenings always present challenges (logistics if more than one pupil at school) every effort is made to get parents involved – hence the offer of face to face and virtual attendance – and to accommodate everyone. Governors noted the frustration when there are “no-shows”.</p>
--	--

	<p>Q: Page 17 science- can you say a bit more about the science attainment. TW gave an update on the teacher assessments undertaken and confirmed that and how knowledge checks were completed.</p> <p>Q: SDP Priority 1 environment etc- A further milestone for the term sits around the development of a JD for a staff sustainability lead and work on an action plan and environmental audit - could you update governors on progress in these areas. TW confirmed he was working with Vision Leaders to write a JD and is leading on this.</p> <p>Action: Further update from TW when completed.</p> <p>TW confirmed an environmental audit had been completed on 5th December and an Action Plan would be written in conjunction with Vision Leaders.</p> <p>Q: Only two pupils have been logged on CPOMS. TW noted these were “high level” concerns and that all “low level” concerns are also logged on the system.</p> <p>Action: TW to tweak HT report headings for future reference.</p> <p>Q: At KS1 writing there are no pupils at GD, yet the national average is 8%. TW noted that last year there were no pupils at GD for writing – this may have been related to covid lockdowns – the national average at 8% is also very low. Writing is a whole school target as a priority to improve and can be evidenced – and this is the only area in assessment data that is low against national figures.</p> <p>Q: Does the school monitor punctuality. TW confirmed this is monitored and highlighted a group of pupils identified as often arriving in school between 5-10 minutes after the register is taken at 09.00. School is aware and follow up with parents via email and phone is made.</p> <p>Action: A note in the newsletter in January from Tim reminding parents about the importance of timekeeping and the impact on pupils, the class, and staff, when this is poor. JP to do.</p> <p>Q: Those who are persistently “late” – do they have far to travel to school. TW noted this is not the case.</p>
8	<p><u>Safeguarding.</u></p> <p>Copies of the following had been circulated prior to this meeting:</p> <p>JP Safeguarding visit report (18th October 2022)</p> <p>LA visit report by Heather Russell focussed on Safeguarding (10th October 2022)</p> <p>Judicium Findings report – detail on why Ofsted judge School Safeguarding procedures as “not effective”.</p> <p>DA gave governors the presentation given to staff in September 22 to update them on changes to KCSIE. This included:</p> <p>What is new in Part 1 and what this means for staff – the discussion that took place s to what the changes mean for Kildwick school. DA noted one significant change and that being that everyone has now to log their own concerns. All low-level concerns also to be logged onto CPOMS.</p>

	<p>Reminders of what all staff should do . DA noted that the local process was prominently displayed in all classrooms and toilets. TW noted the new role of Pastoral TA and briefly described this and the benefits this gives.</p> <p>What you need to do now – reading that has to be completed and details of the quiz undertaken.</p> <p>Q: What about governors – do they need to renew training. TW noted that this is monitored and those who need to renew have been contacted by email.</p> <p>JP noted his visit as Safeguarding Governor and the discussions had. Concerns over safety outside the school remain despite replies from NYCC Road Safety Partnership and the Parish Council. Reassurances do not reassure!</p> <p>TW highlighted a new initiative – School Streets Initiative – that may keep the spotlight on these concerns. Governors agreed that feedback from pupils may have a greater impact.</p> <p>Action: TW to pursue and involve Vision Leaders – feedback to GB on progress with this new initiative.</p> <p>Q: Where are we with e-safety especially with the ongoing risks around vocabulary used and the risks associated with using certain language. TW noted that this is addressed throughout the school with a focus in February – there will be renewed parental engagement on this issue with communication and forums.</p> <p>Action: TW to review profile of Pastoral Lead on the school website – increase prominence.</p> <p>JP reflected on the 12points highlighted in the Judicium report.</p> <p>Q: Do we have a Risk Assessment for Pupils crossing the road to access the rec. TW confirmed this was in place and reviewed regularly.</p> <p>Q: Are we encouraging pupils to raise concerns. TW confirmed that yes, this is promoted.</p>
9	<p><u>Academisation – “what next”.</u></p> <p>A document setting out the background to discussion on Academisation, and “next steps” to consider, had been circulated prior to this meeting.</p> <p>JP noted his attendance at two presentations from Academy Chains – TW had also attended one of these – feedback was given to governors.</p> <p>JP noted the ongoing work by the LA to form their own MAT – this would be separate to the LA but sponsored by them. Governors noted and discussed the possible longer-term implications to schools, of this being formed.</p> <p>Governors discussed the risks to the school of us not joining or acting on joining a MAT sooner rather than later. We need to shape – not wait – our options will lessen as time progresses. Whilst a lot of work for the GB and SLT in school we can’t ignore the agenda here.</p> <p>The view of the Diocese was noted and discussed.</p> <p>We have a limited choice of MATs to consider joining.</p> <p>Q: Do we know what other Church Schools are considering. TW noted he is hosting a meeting of HTs from local schools this week and will raise this for discussion.</p> <p>Action: TW to feedback to governors.</p> <p>Further discussion took place around the responsibility the GB has to progress this agenda and for due diligence and investigation over options. Not everything is negative, and we need to know what benefit the school will have through conversion – what might the</p>

	<p>implication be for staff, how do we engage with Parents – the school is in good shape we approach this from a position of strength and would not want to see any decline as a result of becoming an Academy. Governors noted the scenario for small schools in rural areas and how different this is.</p> <p>Q: Do we know the % of NYCC Primary Schools who have joined a MAT. TW noted this is at present low.</p> <p>Q: What about other Church Schools. TW noted x2 are in MATS and others are in the same place as us as to what next.</p> <p>Governors noted how some MATS are led by personnel who do not come from a teaching background and discussed this – governors agreed that it was preferable that MAT CEOs should have a teaching background.</p> <p>Governors discussed “what next” – and agreed.</p> <p>A watchful eye on Academisation should be maintained. We cannot park this topic for another year. It should be on termly FGB meeting agendas.</p> <p>Maybe join with other local schools to form a hub – and work together on this?</p> <p>A working party should be formed to examine in greater depth – HB, DA, JC, and JP to meet on this.</p> <p>Governors agreed that staff should be protected and retained – the school’s operational autonomy should be protected. Concerns and fears must be allayed throughout the academisation process.</p> <p>Action: JP to write to staff in January to update on governor’s thinking – to inform and reassure.</p>
10	<p><u>Parental Engagement</u></p> <p>KL agreed to be lead Governor on this.</p> <p>Discussion took place on how the school/governors currently engage with Parents – newsletters. Meetings and Google Classroom – how to improve and get better two-way conversations. Is the word “forum” in Parent Forum the right word?</p> <p>Action: KL/TW to meet to progress ideas and initiatives.</p>
11	<p><u>Revised SIAMS framework</u></p> <p>A copy of the revised SIAMS framework had been circulated prior to this meeting. TW confirmed that a timetable for inspection is released a year in advance and that the school is not due to be inspected until 2024/25.</p> <p><i>(DA left the meeting at 19.30)</i></p>
12	<p><u>Policies to approve:</u></p> <p>Governors noted the clarity and accessibility of the EYFS and Assessment Policies. There were no comments and governors unanimously approved these policies -</p> <p>Assessment Policy</p> <p>EYFS Policy</p> <p>Pay Policy</p> <p>Action: TW to upload EYFS and Assessment policies to website.</p>
C	Other Business – for information

13	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>Governors noted the copy of the presentation given on 30th November with a training session on preparedness for Ofsted Inspections. JP recorded his thanks to the Diocesan team for facilitating this.</p> <p>Governors noted the termly update from NYCC for Governing Bodies.</p> <p>Governors discussed monitoring visits – what has been completed and circulated, and what “next steps” with these as a follow up.</p> <p>Monitoring visits have been completed for Maths, Computing, MFL, PHSE, English, Safeguarding, H&S, SEND and EYFS. Visits on PE and Music are to be rearranged.</p> <p>Governors agreed to review/focus on two subjects within the FGB (Curriculum) meeting on 7th February 2023 – PE and Maths – a presentation from the SL and views from students within Vision Leaders discussion alongside governor monitoring. Governors noted that no additional burden should be place on the SL to facilitate this and that a document from HART should be used instead to prompt discussion.</p> <p>Action: TW to arrange and CQ to complete PE monitoring.</p> <p>A Governor Questionnaire was circulated – this is a document written by NYCC to be used by governors to rate roles/functions of the GB – for our use to review how the board operates and not intended for use by anyone else.</p> <p>Action: All to please complete and return at FGB on 7th February 2023.</p>
14	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Detailed discussion on Academisation – and agreement for careful consideration ensuring that any future decisions are made to ensure the best interests of the school are maintained at all times.</p> <p>Discussion on Safeguarding ensuring this continues to be a priority.</p> <p>Receipt of HT report that covers all areas within the school.</p>
15	<p><u>Date of next Meeting and Close.</u></p> <p>Governors noted the date of the next meeting – 7th February 2023.</p> <p>The meeting closed at 19.50.</p>

Dates of Future Meetings:

(all to start at 6pm unless otherwise noted)

07/02/23 - FGB Curriculum (**Please note we propose to hold this meeting at 1.30pm**)

15/03/23 - FGB Finance

27/03/23 - FGB

26/04/23 - FGB Curriculum

09/05/23 - FGB Finance (NYCC are asking for Budget submissions by 20th May this year)

21/06/23 - FGB Strategy – start time tbc.

10/07/23 - FGB